

COMOMAGINST 1100.1A
01
29 Apr 03

COMOMAG INSTRUCTION 1100.1A

Subj: COMMANDER, MOBILE MINE ASSEMBLY GROUP (COMOMAG) COMMAND RECALL

Ref: (a) SECNAVINST 5211.5D

Encl: (1) Personnel Priority Recall List
(2) Command Recall Information Sheet, COMOMAG 1100/1
(Rev. 4-03)
(3) COMOMAG Recall Card, COMOMAG 1100/2 (Rev. 4-03)

1. Purpose. To promulgate procedures and delineate responsibilities to effect command recall.

2. Cancellation. COMOMAGINST 1100.1.

3. Background. Military contingencies, civil disorders, natural disasters or exercises occurring during or outside normal working hours may require recall of part or all of the personnel assigned to COMOMAG. Actions prescribed herein provide guidelines for the initial actions of duty personnel. Follow-up action will be determined by the emergent circumstances involved.

4. Action. Two types of recalls may be initiated. An ALPHA recall for which only ALPHA (key) personnel are recalled, and a BRAVO recall for which all personnel are recalled. Category ALPHA personnel are defined by COMOMAG as those personnel described in enclosure (1). Category BRAVO personnel is defined as all COMOMAG Staff personnel.

Upon receipt from higher authority that incidents, events or increased defense readiness conditions are occurring that require or may require the recall of personnel assigned to COMOMAG, the following action will be taken:

a. The Assistant Staff Duty Officer (ASDO) (or the person receiving the initial directive) will:

(1) Record the rate, name, activity and telephone number of the person and/or the date time group of the message dictating the command recall on COMOMAG 1100/1 (Rev. 4-03), enclosure (2).

(2) Notify the ASDO/SDO if the watch was not the person receiving the initial directive.

(3) Verify the recall requirement.

(4) Notify the Staff Duty Officer (SDO).

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(5) Notify the Chief Staff Officer (CSO) and Commander (CDR). They will determine the desired action and extent, ALPHA or BRAVO, of the recall. If neither the CSO or CDR is readily available and an immediate decision must be made to initiate the recall, the SDO will determine the desired action and the extent of recall.

(6) Obtain a current copy of the command personnel recall and social roster and initiate the recall using any available telephones. During power or telephone outages, the emergency telephone numbers are (361) 533-1528, ASDO cell phone and (361) 533-1630, SDO cell phone.

(a) For an ALPHA recall, notify only those personnel listed in enclosure (1). Make a quarterdeck log entry indicating an ALPHA recall has been directed, by whom, time commenced and the time completed.

(b) For a BRAVO recall, use the most recent personnel roster and social roster located on the quarterdeck to recall all military personnel. Make a quarterdeck log entry indicating a BRAVO recall has been directed, by whom, time commenced and time completed.

(c) Use the following telephone procedures:

1 If the member is reached at his/her primary contact point, state the following, "This is (rate, name) at COMOMAG. A command recall, ALPHA or BRAVO as applicable, has been initiated. Please report to COMOMAG immediately."

2 If an alternate individual is reached at the member's primary contact point, state the following, "This is (rate, name) of COMOMAG. We are conducting a recall of COMOMAG personnel. Please have (rank/rate, name) contact the command at 961-4987 or 961-4990 immediately."

b. Staff Duty Officer:

(1) If an immediate decision is required and either the CSO or the CDR is not readily available, determine the desired action and the extent of the recall.

(2) If not already at the command, upon the SDO's arrival at COMOMAG, the SDO will assume overall responsibility for the command recall.

(3) Assemble all key personnel. Provide details of the recall and determine further action to be taken. Ensure all appropriate levels of the chain of command are notified.

(4) Initiate a chronological record of all pertinent data and brief the CDR and CSO. For exercises, submit a complete report of the highlights of the recall to the CDR and CDO within two working days. Ensure all appropriate log entries are made and verified.

c. All personnel are cautioned not to make any public statements or public releases of any nature. All public inquiries will be referred to the CDR, CSO or the COMOMAG Public Affairs Officer.

5. Responsibilities. In order to effect the rapid and efficient recall of personnel during emergent conditions, accurate and current recall information must be available at all times. The following responsibilities are delineated:

a. All COMOMAG staff personnel are required to maintain a valid contact telephone number at all times and ensure any changes to their recall cards are submitted immediately to their department head and Admin. All personnel are cautioned that recall information is to be used for official use only and is protected by the privacy act as delineated in reference (a).

b. AIS/Communications Department Head. Ensure User Concentration Site (formerly known as the Communications Center), Corpus Christi is informed to use telephone extensions 4987 or 4990 to notify COMOMAG of priority message traffic.

c. Admin Officer. Ensure a copy of the most recent COMOMAG personnel roster and social roster are maintained on the quarterdeck.

d. CDR/CSO/CMC Secretary:

(1) Distribute enclosure (3) to command personnel semi-annually, at a minimum, to use for updates to the command personnel roster and social roster.

(2) Publish a personnel roster and social roster quarterly or more often if necessary.

/s/
T. W. AUBERRY

Distribution:
COMOMAGINST 5216.1T
List I
List II, Case A

PERSONNEL PRIORITY RECALL LIST

1. The following is a list of ALPHA personnel and their alternate. This list is to be used in the order shown for command recall. Alternates will be contacted only if the primary cannot be reached.

<u>PRIMARY</u>	<u>ALTERNATE</u>
Commander (00)	N/A
Chief Staff Officer (01)	N/A
Command Master Chief (N01A)	N/A
Admin Officer (N1)	Assistant Admin Officer (N11)
Operations Officer (N3)	Service Mine Program Officer (N31)
Supply Officer (N4)	Assistant Supply Officer (N41)
Minefield Planning Officer (N5)	Plans (N51)
Senior Information Systems Technician (IT) (N61)	N/A

All other officers assigned to COMOMAG

2. Unless otherwise directed, no additional personnel will be recalled by duty section personnel.

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COMMAND RECALL INFORMATION SHEET

Date: _____

1. Notified by:

a. _____
Rate and name Activity

Telephone number Time

Message date time group (DTG) Originator

b. Incident/event: _____

2. ASDO Notified _____

3. SDO Notified _____

4. SWO Notified _____

5. CSO Notified _____

6. CDR Notified _____

7. Action directed and by whom: (circle which one) ALPHA/BRAVO recall

Rate and name Activity Position

Other action: _____

8. Time recall commenced: _____

9. Time recall completed: _____

10. _____
Rate and name Position

Encl (2)

"FOR OFFICIAL USE ONLY"

COMOMAG RECALL CARD

Name (last, first, middle) Rate/Grade SSN

Address

Home telephone number Cell phone number

Alternate contact point

Alternate telephone number

Signature

Date

RECORD OF DISCLOSURE

This recall data is personal information. Use and disclosure thereof is governed by SECNAVINST 5211.5. Unauthorized disclosure of personal information from this record could subject the discloser to criminal penalties.

"FOR OFFICIAL USE ONLY"